

Reorganization and Regular Meeting

January 4, 2016

The mandatory biannual Reorganization Meeting of Souderton Borough Council was called to order on the above date by Mayor John R. Reynolds at 7:30 pm. Members of Borough Council in attendance included: Councillor Ned D. Leight, Councillor D. Jeffrey Gross, Councillor Daniel Yocum, Councillor Brian K. Goshow, Councillor Daniel Houser, Councillor Richard Halbom and Councillor Kevin Souder. Absent from the meeting was Councillor Richard Godshall and there is a vacancy on Borough Council due to the resignation of Preston Miller effective December 31, 2015.

Mayor John Reynolds began the reorganization meeting by administering the mandatory Oath of Office to newly elected Borough Councillors D. Jeffrey Gross, Richard Halbom, Daniel Houser and Daniel Yocum.

Mayor John Reynolds reviewed the procedures for nominating and electing officers to the positions of Borough Council President, Vice-President and President Pro-Tem. Mayor Reynolds then opened the floor for nominations for Borough Council President. Councillor Jeffrey Gross nominated Brian Goshow. A vote on the nomination was held and approved by unanimous vote.

Mayor John Reynolds next opened the floor for nominations for Borough Council Vice-President. Councillor Ned Leight nominated Jeffrey Gross. A vote on the nomination was held and approved by unanimous vote.

Mayor John Reynolds opened the floor for nominations for the position of President Pro-Tem. Councillor Daniel Houser nominated Richard Halbom. A vote on the nomination was held with 3 yeas and 4 nays. Councillor Jeffrey Gross nominated Ned Leight. A vote on the nomination was held and approved by a vote of 4 yeas to 3 nays.

There being no further business, Mayor John Reynolds adjourned the Reorganization Meeting of Borough Council at 7:43 pm.

The Regular Meeting of Souderton Borough Council was then called to order by newly elected President Brian K. Goshow at 7:43 p.m. Members of Borough Council present at the regular meeting included the following:

President Brian K. Goshow	Mayor John R. Reynolds
Vice-President Jeffrey Gross	
Councillor Ned D. Leight	Junior Councillor Avery Price
Councillor Daniel Yocum	Solicitor Robert G. Bricker
Councillor Daniel Houser	Borough Manager P. Michael Coll
Councillor Richard Halbom	Public Works Director Steven R. Coll
Councillor Kevin Souder	Police Chief James P. Leary

Absent from the meeting was Councillor Richard Godshall and there is a vacancy on Borough Council due to the resignation of Preston Miller effective December 31, 2015.

The Invocation was given by Borough Manager P. Michael Coll, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the December 7, 2015, Regular Borough Council Meeting. There were no Borough Council work sessions during the month of December. A motion was made by Councillor Richard Halbom, and seconded by Councillor Daniel Houser, to approve the minutes of December 7, 2015 Borough Council Meeting as presented. The motion was approved.

Under correspondence, Borough Manager P. Michael Coll noted that a letter was

received from Preston Miller announcing his resignation as a member of Borough Council effective December 31, 2015. Preston Miller is relocating from Souderton Borough to accept a job opportunity in Ohio. President Brian Goshow noted that a letter of intent was received from Tracy Burke, 210 East Broad Street. Another resident of the second ward has just expressed interest. President Goshow recommended that a Special Borough Council Meeting will be scheduled for Monday, January 18, 2016 beginning at 7:00 pm to consider an appointment to fill the vacancy of Preston Miller.

Police Chief James P. Leary noted that his monthly report to Borough Council will be submitted and discussed at the January work session.

The Borough Solicitor's report for the month of December was distributed to Borough Council. The Solicitor completed the required documentation for the 2016 tax anticipation loan through Uninvest Bank and Trust Company. They responded to an information request from the IRS regarding the lease purchase agreement for the new Mack dump truck.

Public Works Director Steven Coll noted that his monthly report has been distributed to Borough Council. Christmas tree pickup will continue throughout the Borough for the next three weeks.

Borough Manager Michael Coll noted that the regular meeting schedule of Borough Council will resume in January. The Souderton Planning Commission changed their regular monthly meeting schedule effective January, 2016 and will now be meeting on the first Wednesday of each month. Their next meeting will be held on Wednesday, January 6, 2016.

Borough Manager Michael Coll reported that the new municipal trash service began in the south section of the Borough on Saturday, January 2, 2016 since Friday was the New Year's Holiday. The north section will receive their first collection on Thursday, January 7th. Public Works Director Steve Coll followed the crew on Saturday morning to address any questions from the crew. The crew will need to further refine their routing through the Borough, but for the most part the initial collection went rather well.

Borough Manager Michael Coll commented on the status of the stalled Train Station restoration project. SEPTA, following complaint from the Pennsylvania Northeast Railroad, suspended work on the project in November, 2015. SEPTA issues a permit to the Borough back in April, 2015 for the renovation work, but has now repealed the issuance of the permit and will require further plan review and further documentation from the Borough's contractor. SEPTA is also requiring all construction employees to complete a safety certification course, which is tentatively scheduled for January 14th. At this point in time all requested plan documentation has been submitted and the Borough awaits comments from SEPTA and we are uncertain when the project will be authorized to resume.

The Borough Manager reviewed the agenda for the meeting, which will begin with a series of staff and consultant appointments. A Resolution has been prepared, following provisions of the Police Contract agreement to waive member contributions to the Police Pension Plan for the 2016 calendar year. A Resolution has been prepared to reduce member contributions to the Non-Uniformed Pension Plan for the 2016 calendar year. The waived and reduced member contribution have been accounted for in the preparation of the 2016 MMO Work Sheets for each of the plans and is accounted for in the 2016 Budget. A motion authorizing the recommended Special Borough Council meeting has been prepared for consideration.

Council President Brian Goshow complemented Councillors Richard Godshall, Richard Halbom and Daniel Houser for their efforts in setting up and overseeing the implementation of the municipal trash service program. This is a major change for our residents and there is still work ahead to continue to refine and improve the service.

Consideration was given to paying the bills for the month of December, 2015

GENERAL FUND

21 st Century Media- Philly	\$590.38	Dianna M. Fields	\$71.30
Advanced Disposal	455.68	Dr. John P. Fraunces	150.00
BBB Contracting	331.35	Eagles Peak Spring Water	47.90
Bow Wow Waste Products	65.00	Freedom Systems Corp	3,150.00
Carquest	53.00	Fromm Electric Supply Corp	41.40
Clemens Uniform Rental	27.50	George Allen Portable Toilets	300.00
Cope's Garage, Inc.	303.06	Home Depot	257.41
CPR Heart Starters, Inc.	360.00	Indian Creek Foundation	408.50
Davidheisers, Inc.	60.00	J. P. Mascaro & Sons	216.00
Fire Protection Services, LLC	110.00	James F. McGowan	375.00
First Lab	60.00	Keystone Health Plan East	29,476.85
Fromm Electric Supply Corp.	219.40	Keystone Health Plan East	3,905.93
GALCO Business Communications	489.40	Kopp Equipment Sales	641.90
Landis Truck Graphics	1,550.00	Lawson Products, Inc.	384.53
Maryjane Yoder	220.00	McDonald Uniform Company	178.96
Meals on Wheels Indian Valley	6,000.00	Metlife	12,689.11
Moyer Indoor/Outdoor	1,639.73	Metlife	530.61
NAPA Auto Parts	24.64	Moyer Indoor/Outdoor	2,161.22
North American Benefits Co.	881.65	Naceville Materials	242.03
North Penn Goodwill Service	4,250.00	NAPA Auto Parts	144.68
North Penn Water Authority	81.60	Nationwide Trust Company	1,406.13
Old Dominion Brush	654.88	Nationwide Trust Company	6,517.50
PECO Energy	72.79	Netcarrier Telecom, Inc.	346.12
PPL Electric Utilities	945.26	PA State Assoc of Boroughs	1,106.00
Richter Drafting Office Supply	271.40	PA State Assoc of Boroughs	130.00
Rodney Shoemaker Plumbing, Inc.	81.64	PSAB- CDL Testing	75.00
Shelly Enterprises-USLBM, LLC	75.23	Pendergast Safety Equipment Co	164.78
Souderton Ambulance Assoc.	4,500.00	Pennboc	50.00
Souderton-Telford Main Streets	5,625.00	PA One Call System	70.52
Suburban Propane	571.40	Petty Cash Fund	132.50
Univest Insurance, Inc.	202.00	PPL Electric Utilities	1,551.71
Univest VISA	189.00	Richter Drafting Office Supply	551.91
Unum Insurance Co.	847.74	Ricoh	827.51
Verizon	68.78	Shelly Enterprises-USLBM	18.99
Verizon Wireless	40.01	Sherwin Williams	187.86
Generations of Indian Valley	6,000.00	Steven R. Coll	134.99
21 st Century Media- Philly	241.91	Suburban Propane	1,820.07
Bearings and Drives Solutions	86.45	Temple University	717.00
Bergey's, Inc.	557.97	TRM Emergency Vehicle Spec.	9,629.74
Boucher & James, Inc.	13,765.09	TRM- Telford Recycling	350.00
Bow Wow Waste Products	136.00	Trumbauers Lawn & Rec	43.28
Bricker, Landis, Hunsberger	3,540.00	Univest VISA	138.57
Clemens Uniform Rental	226.35	Univest VISA	453.19
Code Inspections, Inc.	756.00	Univest VISA	320.00
Comcast Cable	270.71	Verizon	69.84
Cope's Garage, Inc.	477.82	Verizon Wireless	237.96
David A. Freed	69.98	Wastezero	3,058.00
David Bechtel	1,340.00	Wellington Sporting Goods	720.00
David Snook	1,503.06	William Powis	169.99
DCED	352.00		
Delta Dental	1,233.44	Total General Fund	\$148,846.79

SEWER FUND

Advanced Disposal	\$325.07	George's Tool Rental	\$109.44
Bennett Painting	10,553.00	Hach Company	666.17
Clemens Uniform Rental	42.75	Hajoca Corporation	1,866.79
Coyne Chemical	3,056.00	Jesse Baro, Inc.	5,661.76
Daniel Beardsley, Ltd.	200.75	Keystone Health Plan East	981.69
Essex Service Corporation	1,109.68	Keystone Health Plan East	8,132.32
EVOQUA Water Technologies	2,716.40	Landis Block Nycecrete	100.80
Good Plumbing Heating A/C, Inc.	225.02	Lawson Products, Inc.	562.19
H & K Materials	4,464.33	Lower Salford Township	247.50
Hajoca Corporation	2,455.95	Markey Paper & Packaging	168.85
Moyer Indoor/Outdoor	278.08	Maryland Biochemical Co.	1,517.56
Naceville Materials	474.71	Metlife	276.84
North American Benefits Co.	264.52	Moyer Indoor/Outdoor	246.89
NYCO Corporation	574.44	Netcarrier Telecom, Inc.	139.06

PPL Electric utilities	\$11,284.31	North Penn Water Authority	\$96.40
Unum Insurance Company	228.85	Nyco Corporation	26.00
USA Blue Book	1,810.33	PA DEP	125.00
Verizon	70.50	Perkasie Regional Authority	750.00
Altek Business Systems	62.25	Postmaster, Lansdale	225.00
Bergey's Electric, Inc.	8.40	PPL Electric Utilities	488.04
Blooming Glen Quarry	280.00	Richter Drafting Office Supply	97.85
Cintas First Aid & Safety	66.97	Schaners Wastewater Products	2,434.57
Clemens Uniform Rental	171.00	Scott A. Seifert	2,575.00
Comcast Cable	92.40	Shelly Enterprises-USLBM	22.52
Coyne Chemical	2,745.50	Starr Home Services	200.00
Delta Dental	321.47	Suburban Water Testing Labs	1,342.90
ES2 Environmental Systems	222.50	United Laboratories	1,037.22
EVOQUA Water Technologies	2,462.40	Verizon	67.47
Fisher Scientific	234.90	West Generator Services	1,048.10
Fretz Enterprises	149.99	Youngs	11.95
GALCO Business Communications	99.50	Total Sewer Fund	\$78,277.85

POOL FUND

Fire Protection Services, LLC	\$42.00	Comcast Cable	\$120.57
North Penn Water Authority	185.20	Moyer Indoor/Outdoor	159.20
PECO Energy	105.89	Netcarrier Telecom, Inc.	112.64
Uninvest VISA	125.00	PADEP	50.00
Airgas national Carbonation	53.00	PPL Electric Utilities	373.28
American Red Cross	19.00	Total Pool Fund	\$1,345.78

CAPITAL RESERVE FUND

Commonwealth Precast, Inc.	\$2,421.00	H & K Materials	\$21,554.56
Ply-Mar Construction Co., Inc.	111,168.90	Naceville Materials	582.97
Allan Myers	1,590.25	P. K. Moyer & Sons, Inc.	20,340.25
Blooming Glen Quarry	70.00	Phillips & Donovan Architects	13,925.98
Boucher & James, Inc.	4,051.17	TRM- Telford Recycling	165.00
Commonwealth Precast, Inc.	2,285.00	Total Capital Reserve Fund	\$178,795.08
VIMCO	640.00		

LIQUID FUELS FUND

PPL Electric Utilities	\$7,115.75	PPL Electric Utilities	\$7,329.60
Signal Control Products, Inc.	86.00	PPL Electric Utilities	179.63
Fromm Electric Supply Corp.	72.06	Shelly Enterprises-USLBM	9.38
George's Tool Rental	75.24	Signal Control Products	84.00
Home Depot	48.77	US Municipal Supply	410.02
Landis Block & Nycecrete	30.60	Total Liquid Fuels Fund	\$16,220.16
Pendergast Safety Equipment	779.11		

A motion was made by Councillor Richard Halbom, and seconded by Councillor Daniel Houser, to pay the bills for the month of December, 2015, as presented. The motion was approved.

President Brian K. Goshow opened the floor to the audience for public comment. There being no public comment from the audience, President Goshow moved to the scheduled items of business.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Ned Leight, to appoint P. Michael Coll, 458 Wile Avenue, Souderton, PA to serve as Borough Secretary and Borough Treasurer. The motion was approved by unanimous vote.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Daniel Houser, to appoint Robert G. Bricker of Bricker, Landis, Hunsberger and Gingrich, LLP to serve as Borough Solicitor. The motion was approved by unanimous vote.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Jeffrey Gross, to appoint Boucher and James, Inc. to serve as the Borough Engineer. The motion was approved by unanimous vote.

A motion was made by Councillor Ned Leight, and seconded by Councillor Daniel Houser, to appoint Styer Associates to serve as the Borough Auditor. The motion was approved by unanimous vote.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Richard Halbom, to appoint Eric Boynton, 21 Hillside Avenue, Souderton, PA to serve as Vacancy Board Chairman through December 31, 2016. The motion was approved by unanimous vote.

A motion was made by Councillor Ned Leight, and seconded by Councillor Jeffrey Gross, to appoint Kelli Scarlett, 127 Green Street, to a three year term as a member of the Zoning Hearing Board through December 31, 2018. The motion was approved by unanimous vote.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Daniel Houser, to adopt Resolution No. 2016-01 waiving member contributions to the Souderton Police Pension Plan for the 2016 calendar year. The motion was approved.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Jeffrey Gross, to adopt Resolution No. 2016-02 reducing member contributions to the Souderton Borough Non-Uniformed Pension Plan for the 2016 calendar year. The motion was approved.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Daniel Houser, to authorize the advertisement of a Special Borough Council Meeting for Monday, January 18, 2016 beginning at 7:00pm for the purpose of appointing a Borough Councillor representing Ward 2. The motion was approved.

There being no further business, the meeting was adjourned at 8:10 pm.

Respectfully submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – January 11, 2016 (7:00pm-9:15pm)

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Richard Godshall, Daniel Yocum, Daniel Houser, Richard Halbom and Kevin Souder.

Staff Attendees: Police Chief James P. Leary, Public Works Director Steven Coll and Borough Manager Michael Coll.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of December, 2015 will be filed with no exceptions to permit limitations. The plant is producing a clean clear effluent. Employees are working at completing assembly of the remaining air diffusers for treatment unit A. All painting and fabrication work is complete. Recent rains forced the use of the tank for flow equalization, which slowed completion while the unit is drained down.
- b. Public Works Director Steve Coll discussed the removal of a grease clog in the West Broad Street sewer main near Mifflin Street. The Cherry Lane pump station pumps up Mifflin Street and affects the upstream flow within the West Broad Street line during high flow periods, which probably contributed to the formation of the grease blockage. The line was cleaned and televised to make sure the line was clear. A suggestion was made to look into the

feasibility of reconstructing the Mifflin Street connection to improve flow within the West Broad Street line.

- c. Committee members discussed the implementation of the municipal trash collection program effective January 1, 2016. Borough Manager Michael Coll reported that collections have been relatively smooth with a few expected issues in learning and revising collection routes. Steve Coll has been working closely with J. P. Mascaro monitoring their performance and assisting with delivering and adjusting the trash totes for the residents. The final service count is lower than the bid projections, primarily because over 600 units were confirmed to have private dumpster service. Park Place Development has a homeowners association which is under a current contract for trash collection of the 110 residential units, which the Borough will initially grandfather. The office has completed a contract through Towne Answering for customer service notifications in the form of a telephone call, email or text. The message is initiated by the office to the service. The cost amounts to \$1.00 per year per Borough resident, totaling \$6,800 per year. Under this option we can send out as many notices as we desire, which may also include emergency notifications, street closures or police department activity.

2. Highway Committee

- a. Crews completed the leaf collection program for this year. The warm weather allowed the street sweeper to clean up the leaf residue from the streets. Christmas tree collection is now in progress.
- b. Crews addressed some alley maintenance complaints and pothole patching as time permitted.
- c. Approximately 150 tons of salt was purchased and received for the winter. The salt is stored in the Cherry Lane building. The salt shed at the Second Street garage is full.

3. Sidewalk Committee

- a. Ply-Mar Construction Company completed the new curb and sidewalk construction along Green Street from Wile Avenue to West Street. Borough forces completed road restoration for the winter months. The street will be milled and paved as part of the 2016 road program. Verizon needs to come back and move their wires to the new poles and remove the old poles prior to completing the road construction.
- b. The Borough is awaiting receipt of the Community Development Block grant contract for the County Line Road sidewalk project. The Borough Engineer will be instructed to begin design work and permitting from PennDOT.
- c. This spring, the County will open applications for the next round of Community Development Block Grant funds. Committee members discussed an application to construct curb and sidewalk along W. Cherry Lane from Penn Avenue to Mifflin Street.
- d. Borough Council members discussed the status of enforcement action against the owners of 132 Sunny Hill Drive for their continued failure to comply with Borough notices to construct sidewalk along their property. This is the only remaining property within this block that failed to comply. Borough Council suggested that another letter be sent out reiterating the position of the Borough to require the construction of sidewalk. Court action may be initiated.

4. Recreation Committee

- a. The Souderton Area Baseball League has inquired about the possibility of displaying sponsor signs on the Front Street baseball fields. Borough Council

noted that the Sign Ordinance requires the signs to face the spectators and not the general neighborhood. Zion Mennonite Church will also have to permit the display of signs.

- b. Borough Council further discussed the continuation of the Summit Street baseball field. Letters are to be sent out to the known teams who used the field that the field will be removed unless a league will take responsibility to improve the field and maintain the field throughout the year.

5. Property Committee

- a. Borough Manager Michael Coll reported on the status of the Souderton Train Station project, which was halted by SEPTA in November. The mandatory safety training class has been scheduled for Thursday, January 14, 2016. The class will be held in Borough Council chambers by representatives from Pennsylvania Northeast Railroad and SEPTA. About 30 construction employees, Steven Toy and all Borough employees will be attending the certification class. All plans and specifications have been provided to SEPTA for their review and we still await their comments.
- b. Borough Manager Michael Coll distributed concept plans to replace the wall along the Hillside Cemetery on Second Street. Generally all variations of the concept plans suggest the removal of the oak trees along Second Street and the removal of the existing granite block wall. New block piers with a decorative metal fence between them will be constructed along the entire Second Street frontage. The entrance way will be reconstructed in a similar fashion as the existing wall. Borough Council members preferred the trees inside the fence. All costs associated for the work will be paid from perpetual funds earmarked for the cemetery.
- c. Borough Council discussed the condition of the alley along the Community Park. Danken expressed interest in assisting the Borough with expenses to pave the alley. The Borough ran a new storm drain line up the alley from Reliance and has plans to widen the alley for additional parking along the Park. There seemed to be interest in the project. Further plans and cost estimates will be developed.

Special Borough Council Meeting

January 18, 2016

A Special Meeting of Souderton Borough Council, held on Monday, January 18, 2016, was called to order by President Brian Goshow at 7:00 p.m. Members of Borough Council present at the special meeting included the following:

President Brian K. Goshow	Councillor Kevin Souder
Vice President D. Jeffrey Gross	Junior Councillor Avery Price
Councillor Ned Leight	Mayor John R. Reynolds
Councillor Richard Godshall	
Councillor Daniel Yocum	Borough Manager P. Michael Coll
Councillor Daniel Houser	Police Chief James P. Leary

Council President Brian Goshow noted that the purpose of this special meeting is to formally consider an appointment to Borough Council to fill the vacancy of Preston Miller, who resigned December 31, 2015. The term of office for a Borough Councillor is four years, but the appointment to be considered will only run to the next municipal election. The appointee and any other resident from Ward 2 will have to run in the 2017 primary and general municipal election to complete the remaining two years of the term.

Brian Goshow noted that Borough Council received a letter of interest from Tracy Burke, 210 E. Broad Street, Souderton who attended a prior Borough Council work session. A letter of interest was initially received from Earl Colella, 104 S Second Street,

Souderton, but subsequently withdrawn on notice that his job may be relocated.

A motion was made by Councillor D. Jeffrey Gross and seconded by Councillor Daniel Houser, to appoint Tracy W. Burke, 210 E. Broad Street, Souderton, Pennsylvania to fill the vacancy of Preston Miller as a Borough Councillor through December 31, 2017. The motion was approved by unanimous vote.

Mayor John Reynolds administered the Oath of Office to newly appointed Councillor Tracy Burke and he was invited to take his seat on Borough Council.

There being no further business, the special meeting of Souderton Borough Council was adjourned at 7:10 pm.

Respectfully Submitted,

P. Michael Coll
Secretary

Administrative Work Session- January 18, 2016 (7:10pm-10:25pm)

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Richard Godshall, Daniel Yocum, Daniel Houser, Tracy Burke, Richard Halbom (8:10pm) and Kevin Souder. Junior Councillor Avery Price.

Staff Attendees: Police Chief James P. Leary and Borough Manager Michael Coll.

1. Police Committee

- a. Chief Leary reported on several police incidents over the past two months and provided Borough Council with the statistical report of police activity through the month of December, 2015.
- b. Chief Leary reported that new Police Officer Gregory Meinhardt began working with the department on January 4, 2016. He is working on field training at this time. Jeffrey Lukens will be transitioning into the full time status in the coming months.

2. Administrative Committee

- a. Council President Brian Goshow will be working on Committee assignments in the coming weeks.

3. Development Committee

- a. Representatives of the Souderton School District were in attendance to discuss the status of the land development plan for the additions and renovations to the E M C Elementary School on South School Lane.

Business Manager William Stone presented the overall concept plan for the EMC Elementary School improvements. The School District desires to renovate EMC to provide the same level of teaching programs as are offered in the other elementary schools within the district. The current school does not have a gymnasium, does not have specific classroom space for special education services and the school is not compliant with accessibility standards. The modular classrooms will be removed and replaced with an addition to the side of the building to address these needs. The project is not

designed to increase the population of the school. The District has allocated funds from the sale of the former High School towards this project.

Architect Kevin Godshall further discussed the proposed building plans. The modular classrooms will be removed. Existing circulation into and around the school remains the same. The addition will provide a new kitchen, cafeteria and gymnasium. Presently only one space provides for these functions. New classrooms within the addition will replace the modular classrooms. The small addition to the opposite side of the school is designed to provide required accessibility to the existing rear wing. The present ramp is very steep and does not meet accessibility standards.

Engineer Glenn Harris reviewed the proposed site plan and the associated waiver requests that were discussed with the Souderton Planning Commission at their January 6th meeting. The Commission suggested that the waivers be presented to Borough Council for their review and comments prior to their February meeting. One of the largest waiver requests concerns landscaping requirements. Following the comments of the Planning Commission, an additional 18 trees were added to the plan to improve buffering to the residential properties on Cherry Lane and to improve buffering around the basin and storm water management facilities.

Borough Council members addressed several questions to the consulting staff.

- b. Borough Manager discussed the status of the subdivision and land development plan for a vacant parcel on S. Second Street. The developer has been working with the Souderton Planning Commission on the two lot subdivision plan to construct a new twin dwelling. Most recently they shared elevation plans for the new dwelling, which was well received by the Commission. They are working with similar waivers from the SALDO landscape provisions. There are a few very large caliper trees that will have to be removed. The SALDO provisions base replacement trees on the total caliper of the trees to be removed, which will require a significant number of new plantings. They are requesting consideration of waivers.
- c. Borough Manager Michael Coll discussed efforts by the Indian Valley Regional Planning Commission to update the Indian Valley Regional Comprehensive Plan. Each participating municipality must endorse the new Comprehensive Plan by Resolution. This item will be on the February Borough Council meeting agenda.
- d. Borough Manager Michael Coll distributed information concerning the new federal Flood Plain regulations. The federal government completed new flood plain mapping for the region. The new maps include an extension onto one property within Souderton Borough at the end of West Chestnut Street. The inclusion of this parcel requires the Borough to adopt the mandatory flood plain ordinance in order for residents to qualify for the purchase of flood insurance and for the Borough to potentially qualify for emergency relief assistance. The 50 page comprehensive flood plain ordinance was drafted by our Borough Engineer in cooperation with the Montgomery County Planning Commission. A recommendation was made to authorize the advertisement of the ordinance for formal consideration at the March Borough Council meeting.
- e. Councillor Daniel Houser noted that Grace Community Church expressed interest in a spring community day clean-up project and asked Borough Council to consider some potential projects that might be of interest.
- f. Councillor Daniel Houser reported on the most recent meeting of Souderton-Telford Main Streets. He also provided Council with some budgetary and financial information.

4. Finance Committee

- a. Borough Manager Michael Coll recommended consideration to add a Deferred Retirement Option Plan to the Souderton Borough Non-Uniformed Pension Plan. The addition of the DROP benefit will not add any cost to the plan since the retirement benefits are already accounted by the plan. This plan revision was discussed previously with a suggestion that the employees could consider further modification to the plan to reduce overall plan costs. A meeting was held with the employees with a general consensus to increase the minimum retirement age from 60 years to 62 years in exchange for the addition of the DROP benefit. Further discussion will be held at the next work session.
- b. Borough Manager Michael Coll provided Borough Council with the 2015 year end budget report for all funds. Overall revenue in the General Fund was up by approximately 7% over budget, while expenditures met budget projects with a variance of only one half percent. Sewer revenues continue to fall behind projections, suggesting that a potential rate increase might need to be considered. There are several new housing starts underway which will add sewer accounts and will aid in increasing revenue through 2016.
- c. Borough Manager Michael Coll requested an Executive Session to discuss personnel matters. Borough Council President adjourned the work session to executive session at 9:00 pm for the purpose of reviewing personnel matters. The work session convened to public session at 10:25 pm at which time the session was promptly adjourned.